

## AUTHORIZATION FOR ENVIRONMENTAL DIFFERENTIAL PAY

NAME OF EMPLOYEE:	PAYROLL NUMBER:	PERFORMING ACTIVITY NUMBER:
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CLASSIFICATION TITLE, PAY PLAN, OCCUPATIONAL CODE AND GRADE:
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TYPE OF ENVIRONMENTAL DIFFERENTIAL DUTY (L1)	DIFFERENTIAL RATE (%) (L2)		DATE DUTY PERFORMED	NORMAL DUTY TOUR (L3)	TOTAL HOURS FOR DIFF. PAY (L2)		PAYROLL OFFICE USE ONLY		
	ACTUAL TIME BASIS	DUTY TOUR BASIS			REGULAR	OVERTIME	BASIC HOURLY RATE	DIFFERENTIAL HOURLY RATE	TOTAL DIFF. RATE

REMARKS:
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RECOMMENDATION AND APPROVAL	INSTRUCTIONS	
<div style="border-bottom: 1px solid black; height: 40px; margin-bottom: 10px;"></div> RECOMMENDING SUPERVISOR:	<ol style="list-style-type: none"> <li>1. Complete separate form for each employee.</li> <li>2. Attach Center Director's approval to perform hazardous work.</li> <li>3. Forward one copy to the Manpower Office when completed or at end of pay period.</li> </ol> <div style="margin-top: 20px;"> L1. Refer to MMI 3550.1C and Annex A for General Schedule employees and Annex B for Wage System employees to identify type of environmental differential situation. Provide a concise and complete description of the actual duty performed under adverse environmental conditions. Continue under "remarks" above, if necessary. </div> <div style="margin-top: 20px;"> L2. For General Schedule employees the length of time in a pay status on the day the duty was performed. For Wage System employees performing duties listed under Part I of Annex B the actual time of exposure in 15-minute intervals and time in a pay status if performing duties listed in Part II of Annex B. </div> <div style="margin-top: 20px;"> L3. 8:00-4:30, Irregular 40-Hour, etc. </div>	
OTHERS:		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border-right: 1px solid black; padding: 5px; vertical-align: top;"> LABORATORY/OFFICE:   <input type="checkbox"/> APPROVED   <input type="checkbox"/> DISAPPROVED </td> <td style="padding: 5px; vertical-align: top;"> SIGNATURE OF APPROVING AUTHORITY: </td> </tr> </table>		LABORATORY/OFFICE:  <input type="checkbox"/> APPROVED  <input type="checkbox"/> DISAPPROVED
LABORATORY/OFFICE:  <input type="checkbox"/> APPROVED  <input type="checkbox"/> DISAPPROVED	SIGNATURE OF APPROVING AUTHORITY:	
APPROVAL OF MANPOWER OFFICE - SIGNATURE:		